

**From:** DOECAS

**Sent:** Tuesday, April 11, 2006 2:33 PM

**To:** ORO Federal Employees; OSTI Data Control; PNSO Federal Employees; TJSO Distribution List

**Subject:** New Travel Charge Card Requirements

Office of Management and Budget (OMB) Circular A-123, Appendix B – Improving the Management of Government Charge Card Programs, requires Federal agencies to:

- Implement training for all travel charge cardholders, approving officials, and agency travel card program coordinators on the use and responsibilities associated with travel cards;
- Require training to be completed and a certificate of completion to be issued prior to authorizing a new applicant permission to apply for a travel card; and
- Assess the creditworthiness of all new travel charge card applicants prior to issuing a travel card.

Effective immediately, new travel card applicants, approving officials, and agency travel card program coordinators will be required to complete a training module on the use and responsibilities associated with the travel card. The module is available online at: <http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>. Employees will be required to print and retain a copy of the Certificate of Training Completion. Employees who already hold travel cards will be trained at a later date.

New applicants can submit an application for a travel card, and must indicate on the form whether or not they agree to allow Bank of America to conduct a credit check. If a credit check is agreed to, the employee must attain a minimum FICO (Fair Isaac Corporation) score of 660 to be issued a standard travel card. Standard travel cards will have a credit limit of \$10,000. Employees who decline a credit check or attain a FICO score of less than 660 will be issued a restricted travel card, with a credit limit of \$3,000. Contractor employees are not authorized to be issued government travel cards. The travel card application is available online at: <http://www.cfo.doe.gov/cf11/aod/travel.html>.

Employees are reminded that the Federal Travel Regulation and DOE O 552.1, Travel Policy and Procedures, require travel vouchers to be filed within five business days of completing a trip. Timely filing of vouchers results in faster reimbursement of travel expenses.

Employees are required to meet their responsibilities with respect to appropriate use and timely payment of the charge card. Program participants who fail to meet their responsibilities may be subject to administrative and/or disciplinary actions by DOE. In addition, the card issuer may pursue a collection action if payment is not made on time. Cardholders are reminded that delinquent accounts are a personal debt of the cardholder and will affect the cardholder's personal credit rating.

If you have any questions, contact Rossana Ballantine of the Office of Financial Policy at (202) 586-0853 or email her at [rossana.ballantine@hq.doe.gov](mailto:rossana.ballantine@hq.doe.gov).